

Memorandum

TO: CITY COUNCIL

FROM: Mayor Chuck Reed

SUBJECT: APPLICANT RESUME REVIEW DATE: April 21, 2009
FOR INDEPENDENT POLICE
AUDITOR

Approved

Chuck Reed

Date

4/21/09

INFORMATION

Before the Council decides what to do next in the selection of an IPA, the Council must be fully informed about the 57 applicants who have been considered. Those applicants should be discussed only in executive session because it is a personnel matter and public discussion of the applicants would violate commitments of confidentiality made to the applicants.

Councilmembers Campos and Constant and Mayor Reed have had the opportunity to review all applicant resumes during the selection process. The entire City Council should have the benefit of reviewing all the materials and information that Councilmembers Campos and Constant and myself had. There are strong applicants for the position that the rest of the Council should review before moving forward.

This is an important position serving the San Jose community, and the community needs for the position to be filled soon with a strong candidate. The Office of the Independent Police Auditor plays an integral role in the civilian oversight process. The office provides independent oversight and instills confidence in the complaint process through objective review of police misconduct investigations. If we restart the process, recruitment and review will take a minimum of six months, leaving for a lengthy period before an Independent Police Auditor is hired.

The existing process sought the best candidates from throughout the nation. Councilmembers Campos and Constant assisted with the process. Other councilmembers were asked but declined to assist with the interviews. Below is a detailed description of the process used for the selection of the candidate pool.

October 2008. I issued an informational memo to the City Council dated October 28, 2008 (see attachment) detailing the recruitment process and requesting recommendations regarding stakeholders who should be involved in the community process. I also requested comments and suggestions on the candidate profile. My office received comments on the candidate profile only from Councilmember Constant.

December 2009. Human Resources issued an RFQ for a recruiter and four responded. Bob Murray and Associates was retained to assist with the recruitment of the Independent Police Auditor. Bob Murray and Associates was selected primarily because of prior experience selecting an Independent Police Auditor.

January 2009. Recruitment process begins

February 27, 2009. Recruitment process closes. 60 applications were received for the position.

February 27, 2009 - March 10, 2009. Staff from Bob Murray and Associates reviews resumes. Bob Murray and Associates narrows list through screening and phone interviews.

March 11, 2009. Staff from my office meets with Regan Williams from Bob Murray and Associates and Human Resources staff to discuss the recommendations for top tier candidates from Bob Murray and Associates. Eight candidates were recommended to be interviewed in person.

Week of March 16th. Councilmember Campos and I meet to discuss her concerns about a candidate who was not recommended for the top 8 candidates to be interviewed.

March 20, 2009. Staff from my office, together with Human Resources staff and Regan Williams from Bob Murray and Associates interviews the eight top tier candidates and recommends top four candidates.

March 20th & March 23rd. Copies of all 57 resumes are given to Councilmember Campos and Constant.

March 24, 2009. My staff and I, Councilmembers Constant and Campos, Regan Williams from Bob Murray and Associates, and Human Resources staff meet to discuss all 57 resumes and the final top 4 candidates. Councilmembers Constant and Campos and I agreed on the four candidates to move forward to interviews with the council panel and community panel.

March 27, 2009. Four candidates are interviewed by a City Council panel and Community panel. Councilmembers Constant and Campos and I agreed on the top two candidates to bring to the City Council for final interviews. Below is a list of the panel members.

Council Panel

Mayor Chuck Reed
Councilmember Pete Constant
Councilmember Nora Campos
Fmr. Councilmember Forrest Williams

Community Panel

Rick Callendar	Junaid Islam
Victor Garza	Helen Hayashi
Elisa Marina Alvarado	John Carr
Clark Williams	Mariel Caballero
Bob Sippel	
Josue Garcia	

April 7, 2009. City Council interviews two finalists for the Independent Police Auditor.

April 14, 2009. Council selects Independent Police Auditor for appointment.

Memorandum

TO: CITY COUNCIL

FROM: Mayor Chuck Reed

SUBJECT: IPA RECRUITMENT

DATE: October 28, 2008

Approved

Chuck Reed

Date

10/28/08

INFORMATION

The Office of the Independent Police Auditor plays an integral role in the civilian oversight process. The office provides independent oversight of and instills confidence in the complaint process through objective review of police misconduct investigations. By providing outreach to the San José community and making thoughtful policy recommendations to the City Council, the IPA works to promote accountability and to strengthen the relationship between the San José Police Department and the community it serves. This is an important personnel appointment for the City Council. The term of the Independent Police Auditor expires at the end of the year and we will conduct a national recruitment.

Selection Process/Candidate Profile

Councilmembers Williams and Campos have agreed to assist me with the recruitment process. Due to the critical nature of the Independent Police Auditor position, I will also be including various stakeholders in the interview process. Please forward recommendations regarding stakeholders who should be involved in the interview process to my office.

Attached please find the candidate profile used for the 2004 recruitment. I welcome any comments or suggestions on this profile.

Recruitment and Selection Timeline

Below is the timeline I will use to bring a candidate forward.

Activity

Date

Retain Search Firm
Publication of Recruiting Materials
Closing Date for Application
Panel Interviews in San José
Appointment by Mayor and City Council

November
December
February
February/March
March/April